

**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census**

Recruiting Bulletin

OPENING DATE: November 26, 2008
CLOSING DATE: December 11, 2008

Recruiting Bulletin No.: **29-08-DEC-144**
Regional Census Center
Atlanta, Georgia

LEAD CLERK
GG-0303-06

Annual Salary Range:
GG-0303-06: \$34,341 - \$44,644

NUMBER OF VACANCIES: Few

EXCEPTED SERVICE APPOINTMENT: This is a Schedule A appointment with a Not-to-Exceed date of 09/25/2010.

AREA OF CONSIDERATION: Current Census employees within the Atlanta Region, serving on an appointment of longer than one year.

DUTY LOCATION: Atlanta, Georgia

DUTIES: The incumbent performs clerical support duties for support of the 2010 Census. Clerks may support staff in administrative, field operations, space leasing, geographic, partnership, or recruiting areas. Clerks will receive, sort, open, control and route incoming mail. Clerks will maintain correspondence files. Clerks will also receive telephone and personal callers and directs them to appropriate office employees based on knowledge of employees' areas of responsibility. Clerks maintain a variety of logs. Clerks may maintain stockroom supply levels. Operates various office machines. Performs other clerical duties as required.

QUALIFICATIONS:

Grade 6: Experience: One year of specialized experience equivalent to the grade 5, that demonstrates experience in providing administrative support in the one or more of the following areas: personnel, payroll, recruiting, partnership, field operations, and/or geography. Education: Four years of education above high school obtained in an accredited business, secretarial or technical school, junior college, college, or university. You **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade,

type (semester/quarter), and number or credit hours. Applicants selected for position will be required to supply original transcripts.

BASIS OF RATING: Applicants must respond to the evaluation criteria statements in writing.

EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must submit a separate, individual statement addressing each of the following.**

1. Experience establishing office procedures to assist in the daily function of an office.
2. Experience maintaining and organizing personnel and payroll files.
3. Experience in operating personal computers and calculators.

Payment of relocation expenses IS NOT authorized.

For further information on this vacancy, contact **Mary Carson, Human Resources Specialist (404) 332-2734.**

HOW TO APPLY: Applicant must submit a separate completed OF-612, Optional Application for Federal Employment (OF-612), a resume, or a SF-171, Application for Federal Employment (this form is obsolete, but will be accepted, if submitted), or **for each grade level for which you are applying.** List your work duties and accomplishments relating to the job for which you are applying. **Applicants must submit a response to each of the evaluation criteria with the application.** The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

Each applicant must also submit a completed OF-306 Declaration of Federal Employment.

- Recruiting Bulletin number, title, and lowest grade acceptable.
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number.
- Country of citizenship (**this Federal job requires U.S. citizenship**)
- Veteran's Preference - Applicants claiming 10-point veteran's preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.
- Highest Federal civilian grade held (if applicable).
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.

- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.
- Individuals with a disability may request reasonable accommodations by calling (404)332-2734.

Complete application package must be received by the closing date of the bulletin and submitted to:

**U.S. Census Bureau
Atlanta Regional Census Center
285 Peachtree Center Ave. NE
Marquis Tower II
Suite 1100
Atlanta, GA 30303**

ATTN: Mary Carson, Human Resources Specialist

APPLICATION DEADLINE: Application materials must be received by the closing date of the recruiting bulletin, **December 11, 2008**. Applications received after this date **will not be considered. Faxed applications will NOT be considered. Emailed applications will NOT be considered**

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule which may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration for Federal Employment, OF-306, to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.

- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

ADDITIONAL INFORMATION: Employees who receive a Voluntary Separation Incentive Payment (VSIP) or “buyout” and subsequently return to a position in federal agencies, whether by reemployment or contracts for personal services are obligated to repay the full amount of the buyout to the agency that paid it.

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.